

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 03-18 <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003								
Contract Number EP-C-08-010	Contract Period 12/16/2008 To 11/30/2012 Base                      Option Period Number    3	Title of Work Assignment/SF Site Name Support for Fellowship Grant								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW 2.3, 2.4								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 12/01/2011 To 11/30/2012								
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A. SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 12/16/2008 To 11/30/2012		Cost/Fee:				LOE:				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name    Ted Just						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number    202-343-9714				
						FAX Number:				
Project Officer Name    Verla Sutton-Busby						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number:    202-564-6808				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number:				
						FAX Number:				
Contracting Official Name    Renita Tyus						Branch/Mail Code:    CPD				
_____ (Signature)						_____ (Date)				
						Phone Number:    513-487-2094				
						FAX Number:    513-487-2109				

**PERFORMANCE WORK STATEMENT**

**Contract Number EP-C-08-010**

**Scientific Consulting Group**

**Work Assignment Number: 03-18**

**Amendment No. 3**

**Title:** **Annual, Monthly and Weekly Support of the  
STAR Fellowship Grant Program and related  
Conferences**

**Scope of Work Reference:** Task: 2.3, 2.4

**Period of Performance:** Dec. 1, 2011 through Nov. 30, 2012

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**The Purpose of this amendment is to add the following additional tasks:**

**Task 7: Fellow Portfolio**

The contractor shall conceptualize, develop and design a new Fellow Portfolio for print and electronic forms. The Portfolio shall contain abstracts on each new fellow entering the program along with their educational and research information. In addition to the new fellow abstracts, the PDF version of the final Portfolio shall include indices designed for users to locate specific fellows within the electronic copy. The contractor shall meet with the EPA WA COR to discuss design concepts and presentation ideas for review and approval prior to the development of the Portfolio. Upon receiving approval from the EPA WA COR on the design and layout of the Portfolio, the contractor shall edit and format each fellow abstract for consistency and style,

prepare and desktop publish the Portfolio, and deliver a hard copy and a 508-compliant PDF to the EPA WA COR.

*Task 8: Development of the 2013 Fellowship Conference Registration Website*

The contractor shall develop the registration website for the 2013 Fellowship Conference incorporating the approved 2013 graphics theme. The contractor shall conceptualize the registration website design and send the design concept to the EPA WA COR for review and approval prior to designing the final registration website. The contractor shall prepare and edit the content for the registration website and send to the EPA WA COR for review and approval prior to including the final text in the registration website. In addition, the contractor may be required to provide other light logistical support for the 2013 Fellowship Conference as directed by the EPA WA COR.

*Task 9: 2013 Fellowship HelpLine*

The contractor shall provide support to the EPA staff for handling the public inquiries associated with the NCER 2013 Fellowship Announcement. A special, temporary EPA email address will be established to receive public inquiries associated with the 2013 Fellowship Announcement. These will be reviewed by EPA NCER staff and then will be forwarded to the contractor's staff for direct reply with appropriate guidance. The contractor's staff will prepare and send out the replies responding by email. They will also maintain appropriate logs and copies of all inquiries and replies.

At the end of the HelpLine project, the contractor will develop a summary report containing an aggregate of the data on the types of inquiries, general areas of concerns, and the number of replies per category with sample replies.

Based upon a preliminary review of the aforementioned summary report, an additional task may be necessary to allow for a more in-depth analysis of various segments of the summary data in order to better understand the difficulties that applicants had with certain key areas of the Fellowship Request for Proposals and what were the specifics of those difficulties. The EPA WA COR shall request further analysis via written technical direction.